

Louisiana

Drinking Water Revolving Loan Fund Program

State Programs Set-Aside Work plan
EPA Capitalization Grant for FFY13
July 2013

Introduction

The State of Louisiana has submitted to the Environmental Protection Agency (EPA), an application pursuant to Section 1452 of the Safe Drinking Water Act Amendments (SDWAA) of 1996 for a capitalization grant for the Louisiana Drinking Water Revolving Loan Fund (DWRLF). The Intended Use Plan (IUP) was an additional required document which detailed how the state would utilize the Federal allotment of funds available to the DWRLF Program as authorized under the Drinking Water Revolving Loan Fund Act (R.S. 40:2821 et seq). Included in the IUP was a description of the uses of the set-aside funds allowed under sections 1452(g)(2) and 1452(k) of the SDWAA.

This work plan is required by 40 CFR 35.3540 (c) and is the State of Louisiana's detailed

description of specific strategies to accomplish the activities identified in the Intended Use Plan for the State Programs Set-Aside.



Funding and FTEs

The IUP outlined three major programs to be funded for the State of Louisiana utilizing these set-aside funds. These three programs were public water supply supervision, the implementation of the capacity development strategy, and operator certification program.

The State expects to have \$1,696,200 from the FFY13 capitalization grant (or 10.0% of \$16,962,000) available for this set-aside. The

state specifies \$1,696,200 from this grant and reclaims \$78,800 of the previously unspecified dollars for a total of \$1,775,000 (10.46% of \$16,962,000) to fund these activities. The cumulative unspecified funds of \$7,421,606 will be retained to take from a future capitalization grant to fund state program activities in future years. The following chart depicts the estimated expenses for this set-aside.

Description	Amount Budgeted
Personnel (14.75 FTE)	\$1,100,000
Fringe Benefits	\$406,000
Allocated Costs	\$269,000
TOTAL	\$1,775,000

The list of allocated costs categories is as follows:

Category
Salaries
Fringe Benefits
Travel
Operating Svc
Supplies
Contracts
IAT Admin & DP
IAT Tel/Ins
Equipment
TOTAL

The breakdown of the sub-categories of the State Programs is as follows:

Sub-Category of State Programs Set-Aside	Amount Budgeted
Public Water Supply Supervision	\$1,775,000
Capacity Development	\$0
Operator Certification	\$0
Total Specified Set-Aside Funds	\$1,775,000

Schedule

The State specified \$1,775,000 from the FFY13 capitalization grant monies for State Program activities. We expect the schedule for expenditures for this set-aside to be July 2013 through June 2014.



Public Water Supply Supervision (PWSS)

Goal

Louisiana's goal is to strengthen and enhance the administering of the Public Water Supply Supervision (PWSS) program which provides the

most basic health need of the public: SAFE DRINKING WATER.

Objective

The DWRLF will utilize specified funds from this and previous grants to maintain a staff of engineers who will review all engineering documents associated with the loan process. This will relieve the PWSS program regional engineers of the additional engineering duties and responsibilities associated with loan projects.

DWRLF engineers will also provide technical assistance support to local water systems. The DWRLF will provide funding for the PWSS Program for an Engineer position, data management position, Geologist position, and ten Sanitarian positions.

Outputs

1. DWRLF engineers will review and approve plans and specifications for loan projects and new systems statewide.
2. They will provide training to PWSs as requested by various training providers around the state.
3. DWRLF engineers will provide technical assistance to PWSs by responding to their requests for information such as Operation and Maintenance manual guidances, general information, loan information (not necessarily DWRLF), operator certification information, management training information, treatment processes, etc.
4. DWRLF engineers may participate in Area Wide Optimization Program (AWOP). This includes following the Comprehensive Composite Program (CCP). The engineers are members of the Louisiana Comprehensive



- Performance Evaluation (CPE) Team. In addition to attending statewide CPEs, they may attend quarterly state level coordination team meetings. Engineers also may participate in Performance Based Training (PBT) by facilitating for one year one surface water treatment plant whose operators are trainees.
5. DWRLF engineers will participate in all DW Needs Survey activities at the state and national level. DWRLF engineers coordinate and assist PWSs with completing the DW infrastructure needs survey.
 6. DWRLF engineers may assist and participate in administering the operator certification examinations at the end of the training provided by approved trainers.
 7. The SDW engineer position will be the central office compliance program manager who, with the assistance of staff, makes compliance determinations for TTHM & HAA5s, Lead and Copper, Phase 2 & 5, Radionuclide, Arsenic, Consumer Confidence Reports, Public Notice, and Polymer Certification assuring the appropriate samples are collected and if necessary, that the

appropriate compliance activities are performed. These activities are further described in the PWSS program work plan.

8. The SDW Data Management position will be responsible for implementation of SDWIS/State and the additional software tools used by field staff to automate the updates to SDWIS/State data. This position is also the Total Coliform Rule and Groundwater Rule manager. These activities are further described in the PWSS program work plan.
9. The SDW Geologist position will be responsible for compiling and interpreting hydro geological information relative to

Louisiana aquifers. These activities are further described in the PWSS Program work plan.

10. The 10 Regional Sanitarian positions will be responsible for performing compliance determinations and inspections of public water systems, updating SDWIS/State based upon the results those activities and the collection of scheduled and emergency drinking water samples.
11. Purchase a software program for the PWSS Enforcement Unit to track enforcement actions and penalties.



Deliverables

1. A listing of PWSs plans and specifications reviewed and approved.
2. A listing of PWSs on which sanitary surveys were performed.
3. A listing of PWSs on which CPEs were performed.
4. Each four years, the National Needs Survey is submitted to Congress that incorporates the activities of our State.
5. The Safe Drinking Water Program will provide a listing of the new federal SDW regulations promulgated into State Law, written and submitted by the PWSS Program.
6. The Safe Drinking Water Program will maintain the Safe Drinking Water Information System (SDWIS) inventory/database of all public water systems in the State which tracks all drinking water bacteriological and chemical monitoring and compliance information.
7. The Safe Drinking Water Program will maintain GIS Public Water System database which tracks all location data involving drinking water wells, intakes,

treatment plants, storage facilities, distribution systems, and interconnections.

8. Regional Sanitarians will assure that all routine and emergency drinking water samples are collected and submitted in a timely manner to the appropriate laboratory with the properly completed paperwork. Regional Sanitarians will complete and enter into SDWIS the results of all inspections and will provide the water systems with documents

produced as part of the inspection.

9. The Safe Drinking Water Program will provide a listing of Administrative Orders, Modified Orders, Agreed Modified Orders, Notices of Imposition of Penalties, Stipulations and Agreed Orders, etc. issued.
10. The new Enforcement Unit software will provide a more effective way of tracking enforcement actions and the penalties associated with them.

Responsibilities

The sole responsibility for the PWSS activities rests with DHH/OPH, the primacy agency for the

Safe Drinking Water Act in the State of Louisiana.

Evaluation Process

The efforts of staff funded by this set-aside are directed toward assisting public water systems with achieving and maintaining compliance with the Safe Drinking Water Act and subsequent

regulations. Therefore, the overall success of these activities will be measured by the reduction in the number of violations reported to SDWIS.



Development and Implementation of a Capacity Development Strategy

Goal

OPH will evaluate and assist all new public water systems, existing water systems, and those applying for loans to ensure that the water system will maintain an adequate level of

technical, managerial and financial capability to maintain compliance with the Safe Drinking Water Act.



Objective

The DWRLF will utilize set-aside funds from this and previous grants to fund an auditor, and engineering positions in the program to assist in accomplishing the strategy approved by EPA for capacity development in the State of Louisiana. Also, funds will be utilized to contract with an organization experienced in managing water

systems to assist with providing management training to public water systems. Additionally, funds will be utilized to contract with technical assistance providers who can assist public water systems with achieving and maintaining capacity development.

Outputs

1. Utilizing the approved existing system criteria, approximately 20 PWSs will be selected each quarter for review.
2. DWRLF Technical Staff or a contract provider will perform the initial assessment on the selected systems.
3. The staff or a contract provider will perform the financial assessment of the selected systems.
4. DWRLF Technical Staff will perform a

- sanitary survey of the selected systems.
5. The DWRLF Staff will then review the results of the assessments and determine those systems in need of further assistance.
 6. DWRLF Staff or the contracted providers will work with these systems to assist them in achieving and maintaining capacity.
 7. New systems making application for permits will be required to submit a business plan package for capacity development assessment. The DWRLF

- engineers will review the technical portion, the auditor or a contract provider the financial portion, and the capacity coordinator or a contract provider the management portion of the business plan. A permit letter will be issued once it has been reasonably determined that the system should achieve capacity.
8. The DWRLF staff and the contract providers will conduct quarterly management training sessions statewide to provide education for the responsible parties of public water systems.

Deliverables

All documents submitted by systems, reviews by staff-including worksheets, computations, and notes, comment letters, approval letters, etc. will be made part of the permanent files for capacity development.

The contractor will be required to submit written reports within 30 days of a management training session. This report will contain the list of persons in attendance along with their titles and addresses and the attendees' evaluations of the session.

The DWRLF staff will maintain a database of those responsible parties who have attended management-training sessions.

The DWRLF staff will maintain a tracking system of those systems working through the capacity development program.

The contracted technical assistance provider will submit written reports to the capacity coordinator detailing the type of assistance provided and the manner in which it was provided, the dates and times of meetings with the system, etc.

Responsibility

The sole responsibility for this activity rests with the DWRLF.

Evaluation Process

OPH will consider the capacity development assistance to new or existing systems a success if 75% of the systems assisted are brought into

compliance and stay in compliance with the SDWA.



Enhancement of the State's Operator Certification Program

Goal



To certify individuals as to their qualifications and competency to successfully operate water facilities of all types and sizes in the State of Louisiana and provide the most efficient and accurate way to monitor the individual's certification and continuing education.

Objective



The DWRLF will utilize set-aside funds from this grant to recreate the Operator Certification database into a web based program and to

update/renew the AutoMate software currently used by the Operator Certification staff. The new web based program will allow for internal Operator Certification staff to access records pertaining to operator certification from anywhere they can access the internet. The web based program will also allow operators to access a web based portal where they can view their information and submit certain changes to their account. The AutoMate software is used to enter continuing education hours into operator records in the Operator Certification database.

Outputs

1. AutoMate software license will be renewed and the program updated.
2. Program Management and Administrative Web Based Application will allow staff access records pertaining to operators, classes, exams and reports from anywhere they can access the internet.
3. Operator Web based Portal will be designed to allow individual operators to
4. access a web based portal where they can view their personal operator certification data and submit changes.
4. Staff will be responsible for preparing for exams and administering exams and assist the Administrator in grading exam applications for education and experience points and notifying operators of approval to test for certification.

Deliverables

1. A web based program that will allow program management and administrative access.
2. Operator Certification Program staff will maintain the database with operator identification information, approved classes, continuing education hours, test scores and certifications issued to operators.
3. A web based portal that will allow
4. operators to access their information.
4. Operators will be given the ability to review and monitor their license status, continuing education hours and submit changes to personal contact information and employment data.
5. A message board will be created allowing Operator Certification staff to communicate changes, updates or other important messages to the operators

throughout the year.
6. The preparing, administering, and

grading of tests will become more efficient.

Responsibility

The sole responsibility of this activity rests with the Louisiana Operator Certification Program



Evaluation Process

The efforts of the Operator Certification Program are focused on ensuring the qualifications and competency of operators for water system of all sizes. Therefore, the overall success of these activities will be measured by the increase in the

number of operators certified at Class 1 (entry level) and the number of operators upgrading their certification to a higher classification.

